



# USAID | JORDAN

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72027823R10008

**ISSUANCE DATE:** April 04, 2023

**CLOSING DATE/TIME:** April 17, 2023  
11:59 p.m. Amman local time

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan)

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Amman Jordan, is seeking applications from qualified individuals to provide personal services under contract as described in this solicitation.

Applications must be in accordance with **Sections I through VIII** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID/Jordan to award a Personal Services Contract (PSC) nor does it commit USAID/Jordan to pay any cost incurred in the preparation and submission of the applications.

Any questions must be directed in writing to the Point of Contact specified in point 10 Section I General Information.

Sincerely,

Cynthia  
Rogers

Digitally signed by  
Cynthia Rogers  
Date: 2023.04.03  
12:09:57 +03'00'

**Cynthia B. Rogers**  
**Contracting Officer**

## **I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72027823R10008
- 2. OPEN TO:** All Interested Jordanian Citizens
- 3. ISSUANCE DATE:** April 04, 2023
- 4. CLOSING DATE/TIME:** April 17, 2023, 11:59 p.m. Amman Local Time
- 5. POSITION TITLE:** Project Management Assistant  
Education and Youth Office
- 6. PERIOD OF PERFORMANCE:** The contract will be for a base period (between one to three years) and based on the Agency needs, the Contracting Officer may exercise (an) additional option period(s). If the U.S. Government exercises this option, the total duration of this contract, including the exercise of any options, shall not exceed five (5) years. Employment under this contract is of a continuing nature. The duration of the contract is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply.
- 7. MARKET VALUE  
(SALARY PER ANNUM):** **JOD 18,356 – JOD 30,290** Equivalent to **Grade FSN-09**  
*In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Jordan. Final compensation will be negotiated within the listed market value (Salary).*
- 8. PLACE OF PERFORMANCE:** Amman, Jordan
- 9. SECURITY LEVEL REQUIRED:** Facilities Access/Employment Authorization
- 10. POINT OF CONTACT:** All questions should be directed to:  
[ammanresumesusaid@usaid.gov](mailto:ammanresumesusaid@usaid.gov)

## **11. STATEMENT OF DUTIES:**

USAID/Jordan has an immediate vacancy for a Project Management Assistant position at the Education and Youth Office (EDY). The work schedule is 40 hours per week and the workweek is Sunday-Thursday.

This position is located in the Education and Youth Office (EDY) under the Development Objective 4 (DO4): Human Potential Accelerated. The job holder serves as a Project Management Assistant within the EDY office by collecting, investigating, managing, and distributing information associated with the USAID/Jordan EDY strategy and objectives. The job holder assists Team members in carrying out a full range of budget management activities, monitoring and evaluation, administrative and information gathering and disseminating activities in support of this Development Objective. The job holder serves as an activity manager for certain activities as designated by the Office Director. Duties also include financial management, technical support, preparing project and program documents, and performance of program and project administration.

## **Major Duties and Responsibilities:**

### **Project Management Support**

The job holder serves as an assistant to the Contracting Officer's Representative(s) (COR)/Agreement Officer's Representative(s) (AOR) on one or more EDY Office projects. This includes assisting the COR/AOR in communicating with counterparts on a daily basis, receiving and analyzing periodic performance reports, discussing the projects' implementation milestones, adherence to performance indicators, conducting financial analysis of expenditures for activities, independently drafting and circulating the documents necessary for funding the activity, and performing all closeout procedures when the project ends. The job holder updates and analyzes information regarding EDY projects and shares this information/analysis with the COR/AOR managing these contracts and/or agreements.

The job holder conducts field visits to project sites for which s/he is responsible in cooperation with the COR/AOR, and accompanies and actively participates with the COR/AOR in field visits and meetings to discuss major accomplishments and implementation plans for projects.

The job holder establishes communication with EDY implementing partners, including partners under host country awards, explains USAID regulations, requirements and procedures, collects data for reporting, and tracks and records all requests for COR/AOR actions. The job holder is charged with conducting end use checks and inventory inspections as instructed by the COR/AOR.

The job holder is charged with providing a wide range of additional assistance to the EDY CORs/AORs on an "as-needed" basis. This assistance includes support to process waivers and routine requests that support the functioning of EDY Office programs. The job holder helps the EDY team in the process of compiling and producing the narrative and financial documentation for the annual Operational Plan that informs the US Congress of how the Mission intends to spend the budget allocation for the coming fiscal year.

The job holder also helps with compiling and producing the narrative for the annual Portfolio Reviews and Performance Plan Reports, which inform the Mission Director and the US Congress as to the accomplishments that have been achieved in the previous fiscal year. S/he backstops the EDY team in Monitoring, Evaluation and Learning. The job holder is also in charge of working with the CORs/AORs, the communications team and the EDY engineers to finalize and update success stories and other communication material drafted by the EDY Office and/or its programs.

The job holder drafts a variety of project-specific documents in support of AORs/CORS such as Project Implementation Letters (PIL), action memoranda, justifications, and source and origin waivers. S/he drafts responses to Mission management requests related to EDY activities as they arise. Maintains and updates a correspondence tracking system to include all PILs, requests from the GOJ, payment applications by the contractors, and any other key correspondence that supports the management of awards, including engineering and infrastructure projects under the EDY portfolio.

The job holder communicates with GOJ counterparts and different contractors regularly in coordination with the CORs/AORs to identify any specific needs or issues in program implementation and take necessary actions. The job holder performs routine translations for correspondence, program documents and occasional reports. S/he serves as principal interpreter at selected meetings with counterparts, necessitating a command for the technical teams' vocabulary in English and Arabic. The job holder shares information with the Mission DO teams to promote cross sector synergies where possible.

### **Activity Management**

The job holder serves as an activity manager and provides support to the COR/AOR in administering the award, performing monitoring functions; e.g., collaborating with the COR/AOR to conduct site visits, verify monitoring data, conduct periodic data-quality assessments, and/or file monitoring and the uploading of required documentation in the Agency Secure Image and Storage Tracking (ASIST) System, the Agency's official electronic repository for all A&A award documentation, all in accordance with Agency policy and an award's terms and conditions. The job holder provides non-directive technical guidance to the COR/AOR/GATR on the local context and serves as a relationship broker with the broad spectrum of stakeholders who are critical to activity outcomes, facilitates collaborative learning both within the activity and across activities, and conducts targeted analyses, and works to fill gaps in knowledge for improved decision-making.

### **Budget and Financial Tracking**

The job holder supports the COR/AOR with updating and reporting on budgets, expenditures, contractors' invoices, custom and tax exemption requests by contractors, contractors' bank guarantees and other financial reporting related to EDY projects, including engineering and construction projects. S/he coordinates between the Financial Management Office (FMO) and the relative COR/AOR to manage the flow of budget and other financial information at the projects level. The job holder works closely with Government of Jordan (GOJ) counterparts and the contractors to obtain and update the required financial reporting and helps the COR/AOR to analyze their projects' financial needs and articulate the financial information into the required mission and Agency documents. The job holder attends financial reviews and assists CORs/AORs in quarterly financial analysis as well as updated quarterly procurement plans and any necessary incremental funding actions to be taken.

The job holder creates and manages a database to track financials for all activities under the EDY portfolio. S/he develops, maintains and updates financial tracking sheets for every activity and accordingly reconciles obligation and expenditure figures with the FMO to provide timely and accurate data to activity managers.

### ***Supervisory Relationship***

Reports to the Office Director or his/her designee.

### ***Supervisory Controls***

This is a non-supervisory position; direct supervision of other staff is not contemplated.

### ***Other significant Factors***

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

### 13. AREA OF CONSIDERATION

To meet basic eligibility requirements, the applicant must be a Jordanian citizen and must submit a complete application as outlined in the section titled APPLYING. The selected applicant is required to undergo and successfully pass a medical and security clearances.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened for eligibility in accordance with the qualification criteria below. Applicants must address each criterion in their application to meet the below minimum qualifications for this position.

- a. **Education:** Minimum of two years of College or University studies in administration, finance, economics, sciences, international development, accounting, business management or management of information systems is required. Note: Additional experience may NOT be substituted for Education Supporting documentation (i.e., a copy of College Certificate, University Degree, or a certified document from the college/university that candidate has completed two years of study must be included in the application for eligibility purposes).
- b. **Prior Work Experience:** At least three years of demonstrated and progressively responsible experience in the field of project management support, including experience working on donor-funded projects is required.
- c. **Language Proficiency:** Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A minimum score of 785 on the TOEIC exam (Listening & Reading components only) is required. Examination scores must have been recorded within the last five years; or else, candidates will be tested again.
- d. **Skills and abilities:** Must have demonstrated excellent oral communication skills. Must have demonstrated ability to obtain, analyze, organize, evaluate, and interpret data and draft accurate reports with minimal grammatical errors; and to develop and present briefings. Must have excellent interpersonal skills. Must have demonstrated ability to establish and maintain counterpart contacts in the host government, private sector firms, and Non-Governmental Organizations/Private Voluntary Organizations (NGOs/PVOs), and to advise numerous consultants, contractors, and grantees. Must have demonstrated ability to take initiative, work independently, work under pressure, establish priorities, and exercise sound judgment for recommendations and decisions. Must have demonstrated excellent organizational/time management skills to perform work on numerous actions at the same time, keeping them all moving forward with minimal supervision even though each is at a different stage of completion. Must have demonstrated strong computer skills in specialized software. Must have demonstrated excellent knowledge of programs related to project monitoring and databases.

## III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with applicants in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive

range of applicants with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of applications that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of applicants in the competitive range to the greatest number that will permit an efficient competition among the most highly rated applications. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who do not meet the minimum education and experience requirement will not be contacted. Applicants who meet the minimum education and experience requirement will be further evaluated based on the evaluation criteria mentioned below:

- a. Prior work experience 30 %
- b. Language Proficiency 10 %
- c. Skills and abilities 60 %

At each step of the process, the Contracting Officer may establish a competitive range. Only top-ranked applicants will be given an English test (TOEIC). Applicants with passing TOEIC scores may be further assessed and only top-ranked applicants may be given a written skills technical test, to further assess the candidates' qualifications of any of the evaluation criteria listed above as well as written English skills. Testing will be conducted in Amman, Jordan. Only the top-ranked applicants from the written skills test will be invited for an interview. USAID/Jordan Human Resources Office will conduct reference checks on top-ranked applicants. USAID/Jordan may use reference information obtained from other than the sources identified by the applicant and solicit additional information from references provided if the Contracting Officer finds the existing information to be insufficient for evaluating an applicant's performance.

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply. If an internal employee's Human Resources Officer approved a waiver, the waiver must be included in the application package for eligibility purposes.

#### **IV. SUBMITTING AN APPLICATION (APPLYING)**

To ensure consideration of application for the intended position, applicants must prominently reference the solicitation number in the application submission. Eligible applicants are required to complete and submit the following as a complete application package:

- a. A current curriculum vitae. \*
- b. Copy of the Jordanian National ID and/or Jordanian Passport. \*
- c. Copies of educational certification for eligibility purposes (English or Arabic). \*
- d. Per Government of Jordan - Defense Order number 35, COVID-19 Vaccination Proof. \*
- e. Filled and signed Universal Application for Employment (DS-0174).

**\*Failure to submit items a through d will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.**

Applications must be received by the closing date and time specified in Section I, item 4, and submitted to the [ammanresumesusaid@usaid.gov](mailto:ammanresumesusaid@usaid.gov). Application forms can be accessed from the Embassy website: <https://jo.usembassy.gov/embassy/jobs/>



## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Officer (CO) or his/her designee informs the successful applicant about being selected for a contract award, the CO or his/her designee will provide the successful applicant with instructions on how to complete and submit the required documents related to mandatory medical and security clearances.

Failure of the selected applicant to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked applicant.

## **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

- Basic Salary within the advertised market value.
- Transportation & Miscellaneous Allowances.
- 13<sup>th</sup> & 14<sup>th</sup> Month Bonuses.
- Subscription to the Jordanian Social Security.
- Subscription to the Mission's Provident Fund Program.
- Medical Insurance (Employee & Family).
- Life Insurance (Employee only).

Funds for Social Security, retirement, pension, vacation, or other cooperating country programs as required by local law shall be deducted and withheld in accordance with laws and regulations and rulings of the cooperating country or any agreement concerning such withholding entered between the cooperating government and the United States Government.

## **VII. TAXES**

Based on Department of State policies and regulations, the U.S. Mission cannot withhold income tax deductions for Jordanian Locally Employed Staff. LE Staff employees are obliged to observe the laws and regulations of the Jordanian Government. Employees must file their income tax in a timely manner.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. **Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs)** for Cooperating Country National Personal Services Contracts (CCNPSC) available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch,**" available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information:

<https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov)